

# **POWERED INDUSTRIAL TRUCK SAFETY PROGRAM**



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

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## Scope and Purpose

California State University, Dominguez Hills (CSUDH) is dedicated to protecting the health, safety and wellbeing of students, employees, visitors, and the surrounding community. The Powered Industrial Truck Safety Program is designed to ensure the safe operation of industrial trucks such as forklifts.

The Program applies to employees who operate, or work in areas having, powered industrial trucks. It outlines accepted practices for operating industrial trucks including information and guidance on certification, safe operation, inspection, and refueling. Environmental Health & Safety (EHS) administers and oversees implementation of the Program.

The program was developed to comply with the following Cal/OSHA requirements pertaining to industrial trucks:

California Code of Regulations (CCR) Title 8 Subchapter 7 Group 4 Article 25, Sections 3649 to 3668	<a href="https://www.dir.ca.gov/Title8/sb7g4a25.html">https://www.dir.ca.gov/Title8/sb7g4a25.html</a>
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# Definitions

**Aerial work platform (AWP):** is an industrial truck used to provide temporary access for people or equipment to inaccessible areas, usually at height. They are generally designed to lift limited weights, often can be fully operated by a single person, and are often either self-propelled or vehicle-mounted. Subtypes include lift platforms, extensible boom lifts, aerial ladders, articulating boom platforms, and vertical towers.

**Backrest:** a vertical support above the forks that, when a load is tipped back, prevents the load from falling rearward toward the driver.

**Carriage:** the part of the mast where the forks and backrest are mounted.

**Forklift:** a powered industrial truck with a power-operated forked platform used to hoist and transport materials by means of steel forks inserted under a load. Types include those made for warehouse or rough terrain environments, variable reach, vertical mast, and truck-mounted.

**Mast:** a support member providing guideways that permit vertical movement of the carriage.

**Powered industrial truck (PIT):** an industrial vehicle used to carry, push, pull, lift, or stack material powered by an electric motor or an internal combustion engine, including vehicles commonly called forklift trucks, rider trucks, motorized or powered hand trucks, platform trucks, and other specialized industrial trucks.

**Overhead guard:** a framework fitted to a truck over the head of a riding operator to guard against falling debris.

**Rated capacity:** the maximum weight that the truck is designed to lift as determined by the manufacturer.

**Scissor Lift:** A type of AWP which can usually only move in the vertical plane. The mechanism to achieve this is the use of linked, folding supports in a crisscross 'X' pattern. Some also have an extending 'bridge' to allow closer access to the work area (because of the inherent limits of vertical only movement).

# Responsibilities

EHS shall:

- Develop procedures for the safe operation and maintenance of industrial trucks.
- Authorize qualified employees or vendors to serve as operator trainers.
- Maintain training records.
- Review and evaluate the Program for effectiveness and update it as needed.

Supervisors shall:

- Ensure that pedestrian walkways are established.
- Ensure industrial trucks are well maintained and the maintenance records for each vehicle is kept on file.
- Ensure employees perform pre-operation vehicle inspections.
- Ensure that all industrial trucks within their purview meet current standards.
- Receive manufacturer's written approval **BEFORE** any modifications are made to equipment. This documentation will be kept on file for the duration of service for the truck in question.
- Ensure employees safely conduct battery charging in locations designated for that purpose, including wearing the appropriate personal protective equipment (PPE).
- Prohibit and enforce "No Smoking" rules in and around industrial trucks.
- Ensure that any spark-producing activities (including smoking) are prohibited in battery charging areas.
- Strictly enforce all industrial truck operation procedures.
- Post the "Operation Rules for Industrial Trucks" in **ALL** areas where truck operations are conducted.
- Ensure that all authorized personnel receive training in industrial truck operation.
- Ensure that all industrial truck operators receive initial and refresher operator training and ensure that they meet all requirements for certification for the type of industrial truck they operate.
- Provide training and evaluation records and operator certifications to EHS.

Certified industrial truck operators shall:

- Receive training and follow all CSUDH safe operating procedures, described in this Program.
- Hold and maintain active operator certificates and operate industrial trucks safely.
- Inspect and maintain industrial trucks according to the inspection and maintenance schedule.
- Report equipment problems and unsafe conditions to a supervisor immediately.

Pedestrians (i.e., employees walking in areas where powered industrial trucks operate) shall:

- Never ride on industrial trucks.
- Never stand or walk under elevated equipment/components of industrial trucks (e.g., basket, forks, load, etc.).
- Stay within designated pedestrian walkways.
- Be aware and listen for industrial truck warning device (e.g., horns, alarms, flashing lights, etc.),

especially at intersections and cross intersections carefully.

## Training

CSUDH shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation.

The following rules apply to the training program:

- Only trained and certified EHS staff, department supervisors, employees designated by EHS, or outside vendors approved by EHS will have the authority to provide training and/or certification evaluation on the operation of powered industrial trucks.
- Trainers must have the knowledge and experience to train powered industrial truck operators and evaluate their competence.
- Any employee who refuses training will not be permitted to operate an industrial truck.
- Trainees who are not certified to operate a powered industrial truck may do so, provided such operation is under the direct supervision of the trainer, and where such operation does not endanger the trainee or other employees.
- If an operator has previously received training appropriate to the truck and working conditions, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

### *Initial Operator Training*

- A prospective operator shall be trained and certified **BEFORE** they are assigned to operate an industrial truck.
- Training shall consist of a combination of formal instruction and demonstrations performed by the trainer, an overview of this written document and applicable CSUDH operational protocols, practical exercises performed by the operator, and an evaluation of the operator's performance.
- The initial operator training must cover, at a minimum, the following topics:
  - Characteristics of the powered industrial truck, including, but not limited to, the location of controls and instrumentation, what they do, and how they work; engine or motor operation; steering and maneuvering; vehicle inspection and maintenance the operator will be required to perform; and any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate.
  - The operating environment including, but not limited to, floor surfaces and/or ground conditions where the vehicle will be operated; composition of probable loads and load stability; load manipulation; operating the truck on surfaces that would affect the stability of the vehicle; and other unique or potentially hazardous environmental conditions that exist or may exist in the workplace.

## *Performance Evaluation*

- Every powered industrial truck operator shall be evaluated to obtain/renew their operator certification. The evaluation is performed to ascertain whether the operator demonstrates the knowledge and skills needed to drive the truck safely. Operator evaluations shall be performed for initial certification and at least once every three years thereafter.
- If the evaluation indicates the operator lacks the appropriate skills and knowledge to operate the truck correctly, the operator is subject to re-training.

## *Retraining*

Retraining in relevant topics shall be provided to industrial truck operators every three years or when any of the following conditions arise:

- The operator has been observed to operate the truck in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received a performance evaluation that reveals the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

## *Operator Certification*

- After successful completion of operator training and evaluation, the trainer will certify that the operator has been successfully trained and evaluated for the specific make and model of industrial truck they will operate.
- The certificate will include the name of the operator, date of the training, the date of the evaluation, and the identity of the person(s) performing the training and/or evaluation.

\*Note- Operators will receive individual certificates specific to the type of industrial truck they have been trained to use.

## **Industrial Truck Equipment**

The follow requirements apply to all industrial truck equipment.

- All industrial trucks shall comply with established design and construction requirements for powered industrial trucks.
- All industrial trucks shall be kept in a condition that is clean and free of lint, excess oil, and grease. Non- combustible agents should be used for cleaning trucks.
- Any powered industrial truck that is not in a safe operating condition shall be removed from service, and all necessary repairs shall be made by authorized personnel.
- Every industrial truck and tractor shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete safe stop while fully loaded.
- Every industrial truck and tractor shall be equipped with a parking brake or other effective device to prevent the vehicle moving when unattended.
- Every industrial truck and industrial tow tractor, except those guided or controlled by a walking operator, shall be equipped with a warning horn, whistle, gong, or other device

which can be heard clearly above the normal industrial noises in the places of employment.

## **Industrial Truck Inspections**

Operators shall perform and document pre-operation and periodic inspections.

### *Operator Pre-Operation Inspection Procedures*

- The operator shall perform a pre-operational equipment inspection on assigned powered industrial trucks prior to beginning the shift.
- The pre-operational inspection shall be performed by following a Pre-Shift Inspection Checklist [see Appendix B]. Inspection checklists are located in truck charging and parking areas of their respective department. Checklist criteria includes:
  - No blank spaces on the form. If an item does not apply, operators must use the code “N/A” (not applicable).
  - Operators shall complete the comment section, when necessary, thoroughly and accurately when operational or visual defects are detected.
  - Operators shall document any deficiency that arises during their shift.
  - Operators shall submit a copy of the inspection checklist to their supervisor, at the end of each shift. Departments shall submit the checklists to their respective department, which shall maintain the records for 4 years.
- Immediately remove a truck from service when it is in need of repair, defective, or in any way unsafe. The truck will be placed out of service until it has been restored to safe operating condition.
- Determine the truck’s load capacity, understand its limitations, and stay within those limitations.
- Pre-plan the route of travel to ensure awareness of areas with inadequate headroom, potential for obscured view, inadequate lighting, obstructions, and floor surface problems.

### *Periodic Inspections*

- Thorough inspections shall be conducted according to the manufacturer’s suggested time interval, or 12 months, whichever is most frequent.
- Facilities Services will ensure that a qualified maintenance contractor will perform inspection and maintenance of industrial trucks as needed according to the manufacturer’s suggested maintenance schedule.
- Inspection, maintenance, and/or repair beyond the recommended service schedules are performed by authorized workshops and/or service technicians.
- Facilities Services is responsible for retaining all periodic inspection documentation for each vehicle and shall maintain the records.



# Industrial Truck Operation Procedures

## *General*

- Trucks shall not be driven up to or approach anyone standing in front of a fixed object; crush hazard.
- No person shall be allowed to stand or pass under the elevated equipment/components of any truck, whether loaded or empty. The area shall be barricaded, and signs posted to warn people of the hazard.
- Unauthorized personnel shall not be permitted to ride in/on any industrial truck.
- Obey campus speeds and other traffic regulations at all times.
- Operators will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.
- Operators will slow down and drive cautiously over speed bumps, on uneven, wet, or slippery surfaces. In outdoor environments, avoid soft or sloped terrain.
- Operators shall always maintain “3-points of contact” when mounting and dismounting any industrial truck. This procedure requires the operator to:
  - Face the machine
  - Ensuring adequate footing (wipe debris from boots, etc.)
  - Maintain either two hands and one foot, or one hand and two feet on the machine at all times.
- A powered industrial truck is considered “**UNATTENDED**” when the operator is 25 ft. or more away from the vehicle, even when in their view, or whenever the operator leaves the vehicle and it is not in their view.
- When a powered industrial truck is left unattended, the following steps shall be taken:
  - Load engaging means shall be fully lowered
  - Controls shall be neutralized
  - Power shall be shut off, and brakes set
  - Wheels shall be blocked if the truck is parked on an incline
  - Ignition key shall be removed
- A safe driving distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
- Operators shall ensure there is sufficient headroom **BEFORE** travelling under overhead installations (e.g., electrical power lines, lights, pipes, sprinkler system, etc.).
- Operators shall **NEVER** position their truck or load in a way that blocks/obstructs pedestrian fire aisles, vehicle fire lanes, access to stairways, doorways, or fire-fighting equipment (e.g., hydrants, hoses, extinguishers, etc.).
- Where general lighting is less than two lumens per square foot, auxiliary directional lighting shall be provided on the truck, and used by the operator.
- Truck batteries shall be disconnected **PRIOR** to repairs being performed on their electrical system, unless such repairs need electrical power.

- Avoid running over loose objects on driving surfaces.
- A clear view of the travel route will be maintained. Travel in reverse or with the load behind if it blocks the forward view.
- Slow down, stop, and sound the horn at intersections, cross aisles and other places where line-of-sight vision is impaired.
- Stay at least three truck lengths behind another truck.

### *Forklift-specific Precautions*

- An overhead guard will be used as protection against falling objects.
  - **NOTE:** An overhead guard is intended to offer protection from the impact of small objects (i.e., packages, boxes), but not to withstand the impact of a falling capacity load.
- Overhead guards will not be used to carry anything.
- Operators will ensure fire protection equipment is carried with the vehicle and is in proper working order.
- A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Ensure the load is pointed uphill where the gradient is greater than 10 percent.
- On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface
- Loads will not be raised or lowered while moving.
- Properly secure dockboards or bridgeplates **BEFORE** driving over them.
  - Dockboards or bridgeplates shall be driven upon carefully and slowly, and their rated capacity shall **NEVER** be exceeded.
- Operate loaded forklifts with the forks no more than 6-8 inches above the ground, with the load carried low and tilted back.
- When operating forklifts, approach any elevators slowly, and then enter squarely after the elevator car is properly leveled.
- Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired floor level is reached.
- If a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated.
  - Use of a safety platform firmly secured to the lifting carriage and/or forks.
  - Means shall be provided whereby personnel on the platform can shut off power to the truck.
  - Such protection from falling objects as indicated necessary by the operating conditions shall be provided.

### *Aerial Lift-Specific Precautions*

- Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition
- Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- Personal fall protection shall be worn when working from an aerial lift.
- Boom and basket load limits specified by the manufacturer shall not be exceeded.
- The brakes shall be set before use. When outriggers are used, they shall be positioned on pads or a solid surface.
- An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of the regulation.
- Before moving an aerial lift for travel, the booms shall be inspected to see that they are properly cradled, and outriggers are in the stowed position.
- Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.
- Refer to the Mobile Elevating Work Platform guideline (MEWP) located:
  - <https://www.csudh.edu/ehs/resources/>

### *Scissor Lift-specific precautions*

- Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.
- Ladders shall not be used on scaffolds to increase the working level height of employees
- Shall have a guardrail system along all open sides and ends of the platform that meets complies with standard requirements.
- Personal fall protection shall be worn when working from an aerial lift.
- Refer to the Mobile Elevating Work Platform guideline (MEWP) located:
  - <https://www.csudh.edu/ehs/resources/>

## **Loading and Unloading**

- Only handle stable and safely arranged loads; address/secure unstable loads prior to moving.
- Never lift loads that exceed the rated capacity listed on the nameplate of the forklift.
- Place the forks under the load as far as possible (the load will touch the forklift carriage) and tilt the mast backward enough to stabilize the load.
- Check the maximum safe height of an area before stacking or tiering a load.
- An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.
- Before entering a cargo truck, semitrailer, or railcar, verify the rated capacity can support the combined weight of the forklift and its load. Additionally, inspect the flooring of trucks,

semi-trailers, and railcars for breaks or weakness.

- Brakes will be set and wheel blocks in place to prevent movement of cargo trucks, semitrailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor (i.e., drive unit).

## Refueling or Recharging Industrial Trucks

- Precautions shall be taken to prevent open flames (including smoking), sparks, or electric arcs in battery charging areas.
- Have a fire extinguisher and spill cleanup materials ready.
- Perform all fueling operations in well-ventilated areas designated for that purpose.
- Follow the vehicle manufacturer's instructions for gas or propane fueling
- Always turn off the engine when filling fuel tanks.
- Avoid fuel spills—if there is a spill, clean it up immediately.
- Replace the fuel cap before starting the equipment.
- For **propane-powered** industrial trucks:
  - ☐ Take empty propane tanks outside and open the valve to let any leftover propane escape to the open air
  - ☐ Refill tanks according to proper procedures
- For **battery-powered** industrial trucks:
  - ☐ Proper material handling equipment shall be provided for handling batteries
  - ☐ Trucks shall be properly positioned, and brake applied before attempting to change or charge batteries
  - ☐ Reinstalled batteries shall be properly positioned and secured in the truck
  - ☐ Tools and other metallic objects shall be kept away from the top of uncovered batteries.
  - ☐ A carboy tilter or siphon shall be provided for handling electrolyte
  - ☐ Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries
  - ☐ Care shall be taken to assure that vent caps are functioning
  - ☐ The battery (or compartment) cover(s) shall be opened to dissipate heat
- When charging batteries:
  - ☐ Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/charging
  - ☐ Remove battery cap slowly and leave open; and
  - ☐ Acid shall be poured into water
    - **Water shall not be poured into acid**

## Industrial Truck Configuration and Modification

- No modifications or additions which affect capacity and safe operation shall be performed without the manufacturer's prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.
  - If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
  - All nameplates and markings will be verified as being in place and maintained in a legible condition.
  - Prior to acquiring a new powered industrial truck, the atmosphere of the location where the truck will be used must be classified as hazardous or nonhazardous, (e.g., flammable gas in area). Additionally, the atmosphere of the work area shall be considered for the type of power unit (e.g., will the exhaust present a hazard). The power unit type shall be selected using the following list of designation types.
    - D designated units are diesel powered units.
    - DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems.
    - DY designated units are diesel powered units that have all the safeguards of the DS units, do not have any electrical equipment, and are equipped with temperature limitation features.

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  - E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.
  - ES designated units are electrically powered units that have additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures.
  - EE designated units are electrically powered units with completely enclosed electric motors and equipment.
  - EX designated units are electrically powered units that are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.
- 
- G designated units are gasoline powered units having minimum acceptable safeguards against inherent fire hazards.
  - GS designated units are gasoline powered units with additional safeguards to the exhaust, fuel, and electrical systems.
  - LP designated units are powered by liquefied petroleum gas.
- Power-operated industrial trucks used by CSUDH shall be used only in areas approved for their use. Operating areas shall be evaluated for hazards prior to operations.

## **Posting of Operating Rules**

In accordance with 8 CCR §3664(a), CSUDH is required to post and enforce the industrial truck operating rules listed in 8 CCR §3650(t). These rules shall be posted in areas which industrial truck operations are conducted. An example of these rules is presented in Appendix A.

## **Recordkeeping**

Records related to the implementation and maintenance of the University's Powered Industrial Trucks Safety Program shall be retained per the CSU Executive Order 1031 record retention policy and schedule: <http://www.calstate.edu/recordsretention/documents/EHS.pdf>

The following records shall be maintained by EHS:

- Records of training and evaluations (dates of training, attendee lists, and trainers)
- Copies of all operator certifications

The following records shall be maintained by Facilities Services:

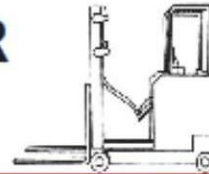
- Pre-operation and periodic inspection records
- Industrial truck maintenance records
- Written approval from the manufacturer of any modifications made to industrial trucks

# Appendix A: Operating Rules for Industrial Trucks

[Copy of Cal/OSHA Operating Rules for Industrial Trucks](#)



## OPERATING RULES FOR INDUSTRIAL TRUCKS



### General Industry Safety Order 3664 Operating Rules (Part (a))

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650.

### General Industry Safety Order 3650 Industrial Trucks. General (Part(s))

- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
  - (2) Stunt driving and horseplay are prohibited.
  - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
  - (4) Employees shall not ride on the forks of lift trucks.
  - (5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
  - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
  - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).
  - (8) No truck shall be operated with a leak in the fuel system.
  - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or

### General Industry Safety Order 3650 Industrial Trucks. General (Part(s)) *Continued...*

- preferably a time lapse — 3 seconds — passing the same point.
- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
  - (11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
  - (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
  - (13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
  - (14) Grades shall be ascended or descended slowly.
    - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
    - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
    - (C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.
  - (15) The forks shall always be carried as low as possible, consistent with safe operations.
  - (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
    - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
    - (B) The power may remain on provided the wheels are blocked, front and rear.
  - (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

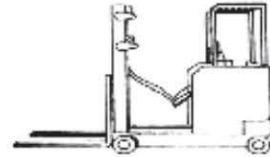
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## General Industry Safety Order 3650 Industrial Trucks. General (Part(s))

Continued



- Exception:** Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing, and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
  - (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
  - (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
  - (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
  - (22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
  - (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.
  - (24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
  - (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
  - (26) Trucks shall not be loaded in excess of their rated capacity.
  - (27) A loaded vehicle shall not be moved until the load is safe and secure.
  - (28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or

equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
  - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
  - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
  - (C) The entire door opening operation shall be in full view of the operator.
  - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Operating rules for industrial trucks contained on this poster are current through Register 2009, No. 44 California Code of Regulations (operative 11-27-2009). Other rules may also apply.

S-503-08/11

(2/2) RIGHT



## Appendix B: Operator's Daily Equipment Inspection Checklist

FORKLIFT OPERATOR'S DAILY CHECKLIST				
Complete Before The Start of Each Use				
DATE	TRUCK NO.	BUILDING NO.	SHIFT	OPERATOR NAME
INTERNAL COMBUSTION	ELECTRIC	HOUR METER START	WEIGHT CAPACITY IN POUNDS	
CHECK ANY DEFECTIVE ITEM WITH AN X AND GIVE DETAILS BELOW.				
	ACCELERATOR		HOUR METER	
	ALARMS		HYDRAULIC CONTROLS	
	BATTERY CONNECTOR		LIGHTS - HEAD AND TAIL	
	BATTERY - DISCHARGE INDICATOR		LIGHTS - WARNING	
	BELTS		MAST	
	BRAKES - PARKING		OIL LEAKS	
	BRAKES - SERVICE		OIL PRESSURE	
	CABLES		OVERHEAD GUARD	
	ENGINE OIL LEVEL		RADIATOR LEVEL	
	FORKS		SAFETY EQUIPMENT	
	FUEL LEVEL		STEERING	
	GAUGES		TIRES	
	HORN		UNUSUAL NOISES	
	HOSES		OTHER	
<b>DETAILS:</b>  <div style="height: 100px; border: 1px solid black;"></div>				
Make 2 Copies: 1) Maintenance 2) Supervisor				